



# Housing Division Program Fact Sheets

## **State of Washington**

Department of Community, Trade and Economic Development

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<http://www.cted.wa.gov>





# American Dream Down-payment Initiative Program

*Helping Washington's low-income and special needs residents become first-time homeowners*

## Purpose

The American Dream Down-payment Initiative program (ADDI) provides resources to help low-income and/or special needs households to become first-time homebuyers.

## Results and Achievements

This is a new program that will be implemented in the spring of 2005. This program is a portion of Activity A159 HD Affordable Housing Development with a primary statewide result area to improve the economic vitality of businesses and individuals.

## Performance Measures

- Provide homeownership opportunity for every institutionalized, disabled individual who is willing and able to become a homeowner

## Services

The American Dream Down-payment Initiative program provides:

- Down-payment assistance towards the purchase of single family housing by low-income families who are first-time homebuyers
- Rehabilitation that is completed in conjunction with a home purchase, assisted with ADDI funds

The state's ADDI program will start in 2005. Priority will be given to households who are disabled with incomes at or below 50 percent of the median family income. ADDI down-payment assistance is limited to six percent of purchase price or \$10,000, whichever is greater. ADDI down-payment assistance that is made available to disabled homeowners may be matched dollar for dollar with HOME resources.

## Fast Facts

- Selected non-profit organizations and the Washington State Housing Finance Commission will provide services to eligible households.
- Households eligible for ADDI funding must have incomes at or below 80 percent of the median family income and must be first-time homebuyers.

## Statutory Authority

*ADDI is a federally funded program authorized under the Housing and Urban Development (HUD) HOME Investment Act, Title II of the Cranston-Gonzalez National Affordable Housing Act (as amended) 24 CFR Part 92.*

## For More Information

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# American Dream Down-payment Initiative Program



# Emergency Shelter Grant Program

*Supporting Washington's homeless shelters and transitional housing*

## Purpose

The Emergency Shelter Grant Program (ESG) provides funding to 35 rural and non-urban counties to support the operating costs of shelters and transitional housing and to provide supportive services for people who are homeless.

## Results and Achievements

During the fiscal year 2005, organizations receiving ESG funds:

- Provided 432,915 bednights of shelter to homeless families and individuals

A baseline is yet to be established, however, a small data sample indicates that only 6 percent of clients have been re-admitted to shelter after being previously provided emergency services.

This program is a portion of Activity A157 HD Homeless Housing and Assistance with a primary statewide result area to improve the security of Washington's vulnerable children and adults.

## Performance Measures

- Reduce the percentage of households who return to emergency shelters.

## Services

ESGP funds can be used for:

- Operating costs of shelters, including maintenance, repair, operation, insurance, utilities, food, fuel and furnishings
- Services concerned with employment, health, drug abuse and education

## Fast Facts

- The program provides over 425,000 bednights of emergency shelter annually.
- Twenty percent of the total estimated need for bednights is met by the program in the 35 counties it serves.
- Program funds are allocated by formula to each state and metropolitan jurisdiction across the country.

## Statutory Authority

*ESG is a federally funded program authorized under the provisions of the Stewart B. McKinney—Vento Homeless Assistance Act (42 U.S.C. 11371-11378).*

## For More Information

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# Emergency Shelter Grant Program



# Emergency Shelter Programs

*Providing the homeless temporary housing in a safe and secure environment*

## Purpose

The Emergency Shelter Assistance Program (ESAP) and Homeless Family Shelter Program (HFS) support a network of 186 community-based emergency shelters statewide that provide temporary housing for people who are homeless. These programs ensure that the immediate need for shelter is met in a setting that is physically safe and secure.

## Results and Achievements

During state fiscal year 2005, organizations receiving funds:

- Sheltered 44,988 individuals in 31,362 households
- Provided more than 1.2 million bed nights of shelter
- Provided 48,915 individuals in 30,030 households with prevention services

This program is a portion of Activity A157 HD Homeless Housing and Assistance with a primary statewide result area to improve the security of Washington's vulnerable children and adults.

A baseline is yet to be established, however, a small data sample indicates that only 6 percent of clients have been re-admitted to shelter after being previously provided emergency services.

## Performance Measures

Reduce the percentage of households who return to emergency shelters

## Fast Facts

- More than 93,903 individuals annually are sheltered or receive services that prevent homelessness
- The programs, combined with other resources, provide 1.2 million bed nights of emergency shelter annually
- Emergency Shelter Programs meet an estimated 19 percent of the total statewide need

## Statutory Authority

RCW 43.63A.645  
*CTHD Emergency Housing programs*

## For More Information

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# Emergency Shelter Programs

## Services

The services provided with ESAP and HFS funds include:

- Emergency shelter for up to 90 days
- Rent or mortgage assistance to prevent eviction or foreclosure
- First month's rent and deposit to move out of shelter and into housing
- Landlord-tenant mediation
- Housing related case management services

The program supports the ongoing operations and maintenance expenses of shelters throughout the state.





# Energy Matchmakers Program

*Reducing utility costs for Washington's low-income residents*

## Purpose

The Energy Matchmakers program leverages additional funding to reduce the utility costs of low-income families through home weatherization and other energy efficiency services.

## Results and Achievements

Since 1988, the Energy Matchmakers program weatherized over 55,000 homes, using a total of \$83 million of Matchmakers funds combined with a dollar-for-dollar match from public and private utilities, rental owners, and local governments.

This program is a portion of Activity A065 HD Low Income Weatherization Program with a primary statewide result area to improve the security of Washington's vulnerable children and adults.

## Performance Measures

- Number of homes weatherized out of 150,000 low-income homes in need
- Percent energy savings per home weatherized resulting in more disposable income for low-income families

## Services

Energy Matchmakers funds are available to local service providers when they provide a dollar-for-dollar match. The majority of matching resources come from public and private utilities around the state and rental owner contributions. This program has helped to form lasting partnerships between local weatherizing agencies, utilities, and other match providers. Weatherization services provided under this program include the application of energy efficiency measures to a home, including ceiling, wall, floor and duct insulation; diagnostically driven

## Fast Facts

- Through its dollar-for-dollar match requirements, the Energy Matchmakers program doubles the value of state funding for low-income weatherization and helps sustain utility investment in low-income weatherization
- Weatherization conserves energy and reduces energy costs for low-income households—by 25 percent on average
- Weatherization helps preserve existing affordable housing

## Statutory Authority

RCW 70.164  
*Low-income Residential Weatherization Program*

## For More Information

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# Energy Matchmakers Program

air sealing (such as caulking, weather-stripping and broken window replacement) to close gaps where the home's heat can escape; and heating system efficiency modifications. All this is done according to established technical specifications and applicable building codes.



# Farm Worker Housing Infrastructure

## *Loan Program*

### Purpose

The Farm Worker Housing Infrastructure Loan Program provides loans to growers to assist in financing the development of on-farm infrastructure necessary for the development or preservation of grower-provided farm worker housing.

### Results and Achievements

The state-funded Farm Worker Housing Infrastructure Loan Program was implemented in October 2005. Loans will be awarded to qualified growers on a quarterly basis, beginning in January 2006. It is anticipated that the program will result in the creation or preservation of 1,500 on-farm seasonal beds during the 2005-2007 biennium and will leverage over \$5 million in private investments.

### Performance Measures

- Number of seasonal beds created or preserved

### Services

Under the Farm Worker Housing Infrastructure Loan program:

- No-interest, deferred loans are provided to growers for infrastructure improvements that directly support the creation or preservation of housing for migrant and seasonal farm workers.
- Growers are required to provide at least a dollar for dollar match
- Technical assistance is provided to growers to assist them with state and local regulatory requirements.
- Covenants are used to restrict the use of the infrastructure to farm worker housing that complies with all applicable state and local standards. In the event of change of use or noncompliance, the grower is required to repay the loan up to the remaining depreciable value of the infrastructure, if any.
- Housing must be owned and operated by the borrowing grower, with the grower being responsible for ongoing operational costs

### Fast Facts

- Approximately 35 percent of farm workers in the state of Washington are thought to be migrant, leaving their homes to find work where there is harvest activity.
- The most critical need for seasonal housing is from May to October, with peaks in May for asparagus, June-July for cherries and September-October for apples, the crops that provide the most seasonal farm worker employment.
- There is an estimated need for 16,327 new units of seasonal housing for migrant farm workers.

### For More Information

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- Loan repayments are revolved and used to finance additional infrastructure loans. CTHD contracts with a non-profit organization to administer the revolving loan fund.



# Farm Worker Housing Program

*Supporting Washington's agricultural economy through safe housing options for workers*

## Purpose

The Farm Worker Housing program provides loans and grants to local governments and nonprofit organizations for the development of housing for migrant and seasonal farm workers.

## Results and Achievements

Since 1999, CTHD has committed \$38.2 million in state and federal resources to farm worker housing. Investments in multi-family housing, homeownership assistance, seasonal camps, and on-farm housing have resulted in the creation or preservation of 725 units of permanent housing and 4,194 seasonal beds, as well as 3,059 bednights of emergency shelter for homeless migrant workers.

This program is Activity A153 Farm Worker Housing with a primary statewide result area to improve the economic vitality of businesses and individuals.

## Performance Measures

- Number of units of permanent housing created
- Number of seasonal beds created or preserved

## Services

The farm worker housing program provides loans and grants to local governments and nonprofit organizations for:

- Capital investments in permanent (year-round) housing for farm workers
- Capital and operating investments in seasonal housing for migrant workers
- Emergency assistance for homeless migrant workers

## Fast Facts

- The state of Washington's \$5.3 billion agricultural industry relies on more than 170,000 agricultural workers annually to harvest and process its crops
- Fewer than 40 percent of agricultural workers earned more than \$10,000 in Washington State in 2004
- There is an estimated need for 46,659 new units of farm worker housing

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# Farm Worker Housing Program

## Statutory Authority

RCW 43.185 and 43.185(A)

*In 1999, a legislative proviso to the Housing Assistance, Weatherization, and Affordable Housing, Housing Trust Fund (HTF) portion of the capital budget, established funding for a Farm Worker Housing program within the Department of Community, Trade and Economic Development (CTED).*

A One Stop Center, supported by CTED's technical assistance resources, provides technical assistance to growers and nonprofit organizations on the development of on-farm housing for migrant workers.



# HOME General Purpose Program

*Creating and preserving safe, decent and affordable housing*

## Purpose

The federal HOME General Purpose Program supports the construction, acquisition or rehabilitation of affordable housing units and creates rental and homeownership opportunities statewide for extremely low-income people.

## Results and Achievements

- These funds have preserved or increased the stock of affordable housing in Washington from 1992 to July 2005 by 2,975 units with more than \$69 million
- This investment has leveraged more than \$250 million in private and public sector support

This program is a portion of Activity A159 Affordable Housing Development with a primary statewide result area to improve the economic vitality of businesses and individuals.

## Performance Measures

Fiscal Year 2005-2007 measures include:

- Contribute to the increase of the state's affordable housing portfolio by 15 percent
- Ensure that housing assisted through the HOME General Purpose Program will remain affordable and viable for at least 40 years

## Fast Facts

- Current demand for HOME funds is approximately three times available funds
- The HOME portfolio includes more than 90 low-income rental housing properties statewide
- HOME Program resources are used for tenant-based rental assistance; acquisition, new construction and rehabilitation of affordable housing units; and home repair and rehabilitation activities

## For More Information

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# HOME General Purpose Program

## Statutory Authority

*The HOME General Purpose Program is funded through the HOME Investment Partnerships Program authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended. HOME is administered by the U.S. Department of Housing and Urban Development (HUD). Program regulations are at 24 CFR Part 92*

## Services

Key program elements include:

- Creating rental and homeownership opportunities in every region of the state for people with incomes of 50 percent of median income and below.
- Serving households that include families, at-risk youth and children, senior citizens, farm workers, and people with chronic mental illness.
- Assisting low-income homebuyers with down payments to purchase their first homes.
- Helping communities by preserving valuable investments in housing stock through rehabilitation of existing structures.
- Preventing dislocation of low-income households by preserving properties losing their federal subsidies.
- Enhancing programs and services of the Department of Social and Health Services and the Department of Health by creating housing for populations that receive their services.





# Home Repair and Rehabilitation Program

*Ensuring safe, efficient and durable housing for very low-income residents*

## Purpose

The Home Repair and Rehabilitation Program (HRRP) provides repair and rehabilitation to single-family, owner-occupied homes through grants and loans to very low-income households.

## Results and Achievements

From 1992 to 2004:

- Repaired and rehabilitated 1,745 homes

This program is Activity A160 HD Affordable Housing Preservation with a primary statewide result area to improve the security of Washington's vulnerable children and adults.

## Performance Measures

- Provide resources to households with the highest need, while assuring most cost effective long-term investments, as measured by number of homes preserved out of 153,313 owner-occupied households in need

## Services

HRRP helps preserve and improve existing affordable housing by eliminating health and safety hazards, ensuring durability and providing repairs necessary in order for weatherization to occur.

State, private, and federal weatherization dollars are also used to provide energy efficiency measures to these homes to reduce energy use and costs.

Lead-based paint and asbestos hazards and accessibility issues are addressed.

The HOME Program resources are used for tenant-based rental assistance, the acquisition, new construction and rehabilitation of affordable housing units, and home repair and rehabilitation activities.

## Fast Facts

- Rehab costs may not exceed \$24,999 per unit plus an additional \$10,000 for remediation of lead-based paint and \$5,000 for remediation of asbestos.
- Eligible organizations are community action agencies, local governments, and housing authorities currently providing weatherization services.

## Statutory Authority

RCW 43.330.110  
*Housing – energy assistance*  
HRRP is one of the programs funded through the HOME Investment Partnerships Program, authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended. HOME is administered by the U.S. Dept of Housing and Urban Development.  
Program regulations: 24 CFR Part 92

## For More Information

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# Home Repair and Rehabilitation Program



# Homeless Housing Program

*Using performance measurement to reduce homelessness*

## Purpose

The Homeless Housing Program (HHP) requires county governments and the state to develop 10-year plans to reduce homelessness by 50 percent. The HHP also requires an annual count of homeless persons to measure progress toward implementing local and state plans. Under HHP, CTHD is responsible for:

- Providing technical assistance to county governments writing their plans
- Coordinating an annual count of homeless persons throughout the state
- Developing a state homeless strategic plan
- Administering \$5 million/year in grants to local governments to help them implement their plans
- Developing an annual report detailing progress made toward addressing the performance measures required under the act

## Fast Facts

- The act provides \$12.5 million in new funding for homelessness through a \$10 document-recording fee, 60 percent of which goes directly to county governments.

## Statutory Authority

RCW 43.185C

## Results and Achievements

- Conducted a series of eight regional workshops to explain the act's provisions to communities across the state
- Released guidelines for local homeless plans more than a month ahead of the legislative deadline
- Developed guidelines governing the required annual count of homeless persons
- Made available to local governments a pool of technical assistants consultants to help develop local plans

This program is a portion of Activity A157HD Homeless Housing and Assistance with a primary statewide result area to improve the security of Washington's vulnerable children and adults.

## For More Information

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# Homeless Housing Program

## Performance Measures

The authorizing legislation emphasizes performance measurement and planning of homeless efforts. It requires CTHD to develop a set of performance measures that will be compiled into an annual report. The primary measure will be the percentage reduction in the number of homeless persons as documented during the annual count.

## Services

In the summer of 2006 CTHD will develop a state homeless strategic plan in consultation with local governments and state agencies.

In the fall of 2006, CTHD will begin to administer a \$5 million a year grant program to help local governments implement their plans to reduce homelessness.



# Homeless Management Information System

*Tracking homeless needs and trends in order to respond effectively and responsibly*

## Purpose

The Homeless Management Information System (HMIS) collects real-time outcome information for homeless programs throughout the state. HMIS makes it possible to understand the size and characteristics of homelessness problems, and target limited resources appropriately.

## Results and Achievements

In October 2003 the HMIS was used to conduct the first point-in-time count of homeless persons in rural Washington. Since then, the HMIS has been deployed on an ongoing basis in King, Snohomish, Yakima, Thurston, Skagit, Grant and Adams counties. Additional counties will be added throughout 2006.

Fourteen percent of shelters are now participating in the HMIS.

This program is a portion of Activity A157 HD Homeless Housing and Assistance with a primary statewide result area to improve the security of Washington's vulnerable children and adults.

## Performance Measures

- Percent of shelters participating in the statewide Homeless Management Information System

The following additional measures will be tracked once the HMIS is fully deployed statewide:

- Reduce the percentage of households who return to emergency shelters
- Reduce the percentage of youth who return to overnight youth shelters

## Fast Facts

- The Homeless Management Information System is required as a condition of receiving federal HUD funding
- The system requires a state match
- Client information is secured in the system with bank-grade encryption and security systems, to protect client confidentiality

## Statutory Authority

RCW 43.63A.655  
*Department of Housing and Urban Development (HUD), Homeless Management Information Systems (HMIS); Data and Technical Standards Final Notice, 69 FR 4848-N-2.*

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# Homeless Management Information System

## Services

The Homeless Management Information System enables community-based homeless services providers to collect client-level information via a web-based application. The HMIS provides both local agencies and state policy makers with real-time outcome tracking of programs that serve homeless persons.

The HMIS also serves as an electronic case management system for individual caseworkers, allowing them instant access to client case histories. The HMIS optionally allows agencies to share specified client information with one another, and to make electronic client referrals between agencies.

The HMIS system is funded and governed as a collaborative effort by Seattle/King County, Snohomish County and CTHD.



# Housing Assistance for Persons with Mental Illness

*Supporting permanent housing for mentally ill people in Pierce County*

## Purpose

CTED's Housing Assistance for Persons with Mental Illness (HAPMI) program provides operating assistance to projects that provide housing for mentally ill persons in Pierce County, or to pay for security or utility deposits to assist mentally ill persons who are not residing in facilities subsidized with HAPMI operating funds.

## Results and Achievements

During state fiscal year 2005, organizations receiving funds:

- Filled the operating and maintenance gaps of 112 units serving those with mental illness
- Assisted 195 most in need, low-income, mentally ill persons in Pierce County with housing
- Served seven percent of the estimated need annually

This program is a portion of Activity A158 Housing for Vulnerable and Special Needs Populations with a primary statewide result area to improve the security of Washington's vulnerable children and adults.

## Performance Measures

- Fill operation and maintenance resource gaps in all Pierce County Housing Trust Fund supported units that serve persons with mental illness
- Assure resources are provided to eligible persons who are most in need in Pierce County

## Services

HAPMI funds provide:

- Security, damage and utility deposits for clients needing housing
- Operating support, including the cost of property management, maintenance, janitorial, security, repairs, heat, electricity, water and sewer, garbage, furnishings, and insurance for projects that house mentally ill persons

## Fast Facts

- Some mentally ill persons are not able to use their Section 8 vouchers because they are not able to provide damage, security or utility deposits
- The program assists four Housing Trust Fund projects in Pierce County

## Statutory Authority

RCW 82.14.400(5)  
*Requires the state Department of Revenue to make 12 annual transfers of a portion of the Pierce County Metropolitan Park District's Sales and Use Tax to CTED*

## For More Information

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# Housing Assistance for Persons with Mental Illness





# Housing Opportunities for People with AIDS

*Providing housing assistance to people with HIV/AIDS and their families*

## Purpose

The Housing Opportunities for Persons with AIDS (HOPWA) program provides housing assistance and supportive services through CTHD for low-income people with HIV/AIDS and related diseases, and their families.

## Results and Achievements

During state fiscal year 2005, organizations receiving funds:

- Provided housing assistance to 439 eligible persons most in need

This program is a portion of Activity A158 HD Housing for Vulnerable and Special Needs Populations with a primary statewide result area to improve the security of Washington's vulnerable children and adults.

## Performance Measures

- Assure resources are provided to eligible persons most in need.
- Increase the percentage of persons able to follow their healthcare treatment plan. (This is a new measure that will be tracked and reported on in the 2005-2007 biennium.)

## Services

HOPWA funds can be used for:

- Housing, rental assistance, supportive services and program planning and development costs
- Acquiring, rehabilitating or constructing community residences and SRO units.
- Operating and maintaining facilities and community residences.
- Short-term payments to prevent homelessness

## Fast Facts

- Once housing is secure, clients are able to follow through on their healthcare treatment plans
- Assists 95 households with rent assistance annually
- Rent assistance meets four percent of the total estimated need statewide

## Statutory Authority

*HOPWA is a federally funded program authorized under the provisions of the AIDS Housing Opportunity Act, 42 USC Sec 12901 et.seq.*

## For More Information

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# Housing Opportunities for People with AIDS



# Housing Trust Fund-Asset Management

*Creating and preserving safe, decent and affordable housing*

## Purpose

To achieve project sustainability for the entire period of the Housing Trust Fund (HTF) agreement even as local market conditions change, and to build organizational capacity of nonprofit owners so that they can be strong, long-term partners with the Housing Division.

## Fast Facts

- Asset managers currently oversee 225 projects each.

## Results and Achievements

- Assigned asset managers by geographic regions who are responsible for approximately 85 organizations and represent over 225 projects per manager
- Put policies and procedures in place for several categories of restructure requests, including change in sale of property, transfer of ownership, loan restructuring, contractor portfolio restructuring and request for additional funds
- Reviewed 635 annual reports and made initial project assessments within four months of receipt. Reduced from taking six months in prior year
- Reviewed annual reports for two years, provided baseline trend analysis and put initial follow-up procedures in place
- Provided more technical assistance services to non-profits through increased resources to providers
- Resolved three out of the four foreclosures through a disposition process providing local ownership and management

## Statutory Authority

RCW 43.185 and 43.185A  
*Housing Assistance Programs*

## Performance Measures

- Percentage of projects in the portfolio requesting restructuring (workout status)
- Percentage of annual reports reflecting complete information and determined to be in compliance with minimal risk factors

## For More Information

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# Housing Trust Fund-Asset Management

## Services

- Annual reporting and training coordinated with other public funders
- One-on-one assistance in response to problems noted during the review of an annual report
- Technical assistance and analysis of restructuring requests
- Direct technical assistance provided through consultants to address asset and property management issues with contractors
- Facilitated transfer of properties
- Trend and data analysis of project's performance
- Coordination with other public funders with projects needing restructuring assistance



# Housing Trust Fund-Compliance

*Creating and preserving safe, decent and affordable housing*

## Purpose

To ensure that the housing promised from every Housing Trust Fund (HTF) supported project is in fact delivered for the entire 20- to 50-year term of the written agreement or that appropriate resource is pursued.

## Results and Achievements

- Met 100 percent of regulatory compliance requirements for Low-Income Housing Tax Credit and HOME program projects
- Twenty-five percent of the entire portfolio received a site visit in the last year
- Site visits were coordinated with the Housing Finance Commission and other local jurisdictions

## Performance Measures

- Percentage of projects in the portfolio that have been monitored and receive a site inspection

## Services

The three areas of compliance are:

- Units are occupied by the intended residents
- Property is maintained so that it provides suitable and safe housing, and appears well maintained in the community in which it is located
- The financial and administrative aspects of a project must be sound

## Fast Facts

- Approximately 65 new projects are contracted yearly, adding an additional 130 projects to the portfolio each biennium.
- Priorities for site visits are currently determined by regulatory requirements driven by federal funding sources (such as the Low Income Housing Tax Credit program or the HOME program).

## Statutory Authority

RCW 43.185 and 43.185A  
*Housing Assistance Programs*

## For More Information

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# Housing Trust Fund-Compliance



# Housing Trust Fund Operating and Maintenance Fund

*Support sustainable housing facilities for extremely low-income residents*

## Purpose

The Housing Trust Fund Operating and Maintenance Fund (O&M) subsidizes operating and maintenance costs of Housing Trust Fund projects or units within housing projects that are affordable to extremely low-income persons.

## Results and Achievements

During state fiscal year 2005:

- An additional 261 units will be added to the base number of Housing Trust Fund units available to extremely low-income households as a result of O&M subsidy awards
- Housing Trust Fund projects, preserved and protected with O&M subsidies, have served an estimated 253 extremely low-income households

## Performance Measures

- Increase the number of units available to extremely low-income households from 6,338 units available
- Preserve and protect Housing Trust Fund supported units that are available for extremely low-income occupancy

This program is Activity A159 HD Affordable Housing Development with a statewide result area to improve the security of Washington's vulnerable children and adults.

## Fast Facts

- Revenue is generated through a \$10 surcharge or a document recording fee

## Statutory Authority

RCW 36.22.178

*Funding for the program originates from a \$10 surcharge on a document recording fee collected by county auditors on all recorded documents that are not specified to be exempt from fees. County auditors retain five percent of the revenue collected. Of the remaining amount, 60 percent is used in the county for low-income housing activities and 40 percent is sent to the state treasurer for the O&M program.*

## For More Information

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# Housing Trust Fund Operating and Maintenance Fund

## Services

Funds are provided to assist Housing Trust Fund projects cover operating expenses, including the cost of:

- Property management
- Maintenance
- Janitorial
- Security
- Repairs
- Utilities
- Furnishings
- Insurance
- Operating reserves





# Housing Trust Fund-Resource allocation and contracting

*Creating and preserving safe, decent and affordable housing*

## Purpose

The Housing Trust Fund (HTF) supports community efforts to ensure the availability of safe, decent and affordable housing by providing loans and grants for construction, acquisition and rehabilitation of low-income multi-family and single-family housing.

## Results and Achievements

Since 1989, the Housing Trust Fund has:

- Invested more than \$390 million in new and improved housing
- Leveraged more than \$1.56 billion in private and public sector support
- Improved or increased the stock of affordable housing in Washington by more than 25,000 units

This program is a portion of Activity A159 HD Affordable Housing Development with a primary statewide result area to improve the economic vitality of businesses and individuals.

## Performance Measures

- Increase the number of housing units within the state's affordable housing portfolio, serving special needs populations, by seven percent during Fiscal Year 2005-2007
- Contribute to the increase of the state's affordable housing portfolio by 15 percent during FY 2005-2007
- Ensure that housing assisted through the Housing Trust Fund will remain affordable and viable for at least 40 years

## Fast Facts

- Current demand for the Housing Trust Fund dollars is approximately three times available funds
- The HTF portfolio includes more than 900 low-income housing properties statewide
- The Housing Trust Fund has invested in projects in 38 of 39 Washington counties

## Statutory Authority

RCW 43.185 and 43.185A  
*Housing Assistance Programs*

## For More Information

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## Services

Key program elements include:

Creating rental and homeownership opportunities in every region of the state for people with incomes of 80 percent of median income and below.

Serving households that include families, at-risk youth and children, senior citizens, farm workers, and people with chronic mental illness.

Assisting low-income homebuyers with down payments to purchase their first homes.

Helping communities by preserving valuable investments in housing stock through rehabilitation of existing structures.

Preventing dislocation of low-income households by preserving properties losing their federal subsidies.

Enhancing programs and services of the Department of Social and Health Services, Department of Corrections and Department of Health by creating housing for populations that receive their services.



# Landlord-Tenant Ombudsman

*Improving living conditions through conflict resolution and assistance*

## Purpose

Provide ombudsman service and technical assistance to mobile home park/manufactured housing community owners and residents.

## Results and Achievements

From July 2003 to October 2004:

- Provided problem solving, technical assistance and/or negotiation services for 850 requests

This is a non-budgeted, non-appropriated program. Its primary statewide result area is to improve the security of Washington's vulnerable children and adults.

## Performance Measures

- Number of homeowners, community owners and stakeholders receiving manufactured housing technical assistance, complaint investigation and negotiation towards resolution

## Services

- Investigate, problem solve and track manufactured housing community landlord-tenant disputes
- Negotiate improvements and provide technical assistance and education

## Fast Facts

- The only statewide ombudsman service for citizens living in mobile home parks/manufactured housing communities
- Parks/communities provide affordable housing for vulnerable low-income residents, including seniors on fixed pensions and non-English speaking homeowners
- Residents call most often about difficulties with the community manager and/or owner

## Statutory Authority

RCW 59.22.050(1)

## For More Information

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# Landlord-Tenant Ombudsman



# Lead-Based Paint Program

*Certifying qualified contractors and educating the public about lead-based paint hazards*

## Purpose

The Lead-Based Paint Program accredits lead-based paint training programs and certifies contractors who perform specialty lead-based paint remediation work.

## Results and Achievements

Since the program began operations in June 2004:

- More than 450 firms and individuals have been licensed

This program is Activity A064 HD Lead Based Paint Program with a primary statewide result area to improve the security of Washington's vulnerable children and adults.

## Performance Measures

- Assure that every region has access to certified contractors to carry out inspection, risk assessment and abatement work by increasing the number certified by region annually

## Services

- Provide a referral service to consumers interested in lead-based paint services, such as inspection, risk assessment or remediation
- Provide information on professional lead-based paint services available in Washington, as well as helpful 'how-to' tips on working safely with lead paint

## Fast Facts

- Lead-based paint is the number one environmental hazard to children under the age of six. Lead poisoning in children can lead to permanent learning disabilities.
- Most lead-based paint hazards are found in housing built before 1960.
- Only specialty contractors certified through CTHD may perform lead-based activities on pre-1978 housing and child-occupied facilities.

## Statutory Authority

RCW 70.103  
*Inspections*

## For More Information

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# Lead-Based Paint Program



# Lead-Hazard Control Program

*Provides funding for the control of lead-based paint hazards in low-income homes and training for lead-safe work practices*

## Purpose

Make housing for low-income people safer by mitigating lead-based paint hazards.

## Results and Achievements

Program funding began in November 2005. During the three-year project, local housing agencies will provide lead-hazard control services to 240 low-income housing units, provide 30 Lead-Safe Work Practices trainings, and 30 community Lead-Awareness seminars.

## Performance Measures

- Provide lead-based paint hazard control services to 240 low-income families over the three-year project period.
- Provide resources to low-income households where lead-based paint poses a hazard, while assuring the most cost-effective, long-term solutions as measured by the number of homes serviced out of approximately 90,455 owner-occupied dwellings in need.

## Services

- Provide lead-based paint hazard control services to 240 low-income families over the three-year project period.
- Provide resources to low-income households where lead-based paint poses a hazard, while assuring the most cost-effective, long-term solutions as measured by the number of homes serviced out of approximately 90,455 owner-occupied dwellings in need.

### Fast Facts

- Lead-based paint is the number one environmental hazard to children under age six. Lead poisoning in children can lead to permanent learning disabilities.
- Most lead-based paint hazards are found in housing built before 1960.
- Lead-based paint control services will be provided by specially-trained, often certified, individuals using lead-safe work practices or approved abatement methods.

### Statutory Authority

Section 1011 of the Residential Lead-Based Paint Hazard Reduction Act of 1992 (Title X of the Housing and Community Development Act of 1992).

### For More Information

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# Licensed Overnight Youth Shelter Program

*Supporting safe and secure temporary housing for homeless youth*

## Purpose

Overnight Youth Shelter (OYS) funds are distributed to overnight youth shelters in King, Skagit, Snohomish and Spokane counties and are used to meet the minimum licensing requirements under RCW 43.63A for shelter services to youth who are 13 through 17 years old.

## Results and Achievements

During state fiscal year 2005, organizations receiving funds:

- Provided 5,606 bednights of shelter for 384 homeless youth

This program is a portion of Activity A157 HD Homeless Housing and Assistance with a primary statewide result area to improve the security of Washington's vulnerable children and adults.

## Performance Measures

- Reduce the percentage of youth who return to shelter. (This measure will be tracked once the Homeless Management Information System is fully operational.)

## Services

The funds may be used for:

- Additional staff necessary to meet licensing requirements
- Facility maintenance, if necessary, to meet facility standards
- Food, beds or supplies needed to maintain an overnight youth shelter license with DSHS

## Fast Facts

- More than 300 youth are sheltered and 5,000 bednights provided annually
- The annual bednights represent an estimated 55 percent of the need in the four-county area

## Statutory Authority

RCW 43.63A.645  
Emergency Housing  
programs

Due to the cost of meeting the licensing requirements established by the Department of Social and Health Services (DSHS), the Legislature intended to provide a nominal amount of state financial support in order to assist the shelters in meeting state-established standards and to leverage other local and private funds more effectively.

## For More Information

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# Licensed Overnight Youth Shelter Program



# Manufactured Home Installer Training and Certification Program

## Purpose

The Manufactured Home Installer Training and Certification Program provides quality training to ensure adequate manufactured home installations for homeowners.

## Results and Achievements

For calendar year 2005:

- Provided technical assistance in response to 581 requests
- Five installer certification trainings were offered; 95 new installers completed state requirements and received certification

This program is Activity A066 HD Manufactured Home Installer Training and Certification with a primary statewide result area to improve the economic vitality of businesses and individuals.

## Performance Measures

- Number of homeowners and stakeholders receiving manufactured housing technical assistance.
- Number of manufactured home installers prepared to perform quality installations
- An outcome baseline will be established in 2006 to measure the impact of training on installation complaints

## Fast Facts

- Effective July 1, 2003, certified installers must place a certification tag on each home they install prior to inspection by the local jurisdiction
- There have been 7,632 legally required installer tags reported as of October 28, 2005.

## Statutory Authority

RCW 43.63B.005  
*Mobile and manufactured home installation*

## For More Information

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# Manufactured Home Installer Training and Certification Program

"The certification class was excellent! It moved quickly and there was always time to answer questions."

—*Certified Installer, 2004*  
*Marysville, WA Installer*  
*Certification Class*

## Services

Key program elements include:

- Certification training
- Continuing education classes for re-certification
- Technical assistance for installers, building inspectors, and retailers in Washington state



# Manufactured Housing Construction Complaints

*The State Administrative Agency (SAA) for Housing and Urban Development (HUD)*

## Purpose

Protect consumer safety and investment by identifying, correcting and preventing defects in manufactured housing.

## Results and Achievements

From July 1, 2004 to June 30, 2005:

- Resolved 39 cases of a total 52 that were open for investigation
- Provided technical assistance to 281 clients about such issues as manufactured home laws and regulations, notifying retailers and factories about problems, inspections, replacing missing construction code labels, and purchasing a home

This program is Activity A067 HD Manufactured Housing State Administrative Agency with a primary statewide result area to improve the economic vitality of businesses and individuals.

## Performance Measures

- Report all identified defects to industry and regulatory authorities

## Services

- Identify, negotiate and resolve home construction and installation complaints
- Technical assistance and referrals to homeowners, manufacturers, retailers, contractors, building inspectors and state agencies

### Fast Facts

- More than eight percent of Washington residents live in manufactured homes
- Unlike site-built housing, manufactured homes are factory-built to a national construction standard.

### Statutory Authority

42 USC 5401-5426  
*National Mftd. Home Construction & Safety Standards Act of 1974*

RCW 43.22.495  
*Manufactured housing*

RCW 46.70.136  
*Manufactured home warranty disputes*

RCW 59.22.050 (2) Office of Mobile Home Affairs

### For More Information

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# Manufactured Housing Construction Complaints



# Mobile Home Landlord-Tenant Disputes

*Implementation of ESHB 1640*

## Purpose

House Bill 1640 was passed by the 2005 Legislature and established new responsibilities for CTED's Office of Manufactured Housing in the area of landlord-tenant dispute investigations. The intent of HB 1640 is to determine if voluntary efforts prove sufficient to adequately protect the rights and responsibilities of park tenants and owners.

## Statutory Authority

Legislation was signed May 13, 2005, chapter 429, laws of 2005. Funding for the program originates from a registration assessment fee paid by park owners. Park owners are required to pay five dollars for each mobile home that is subject to 59.20 RCW, Mobile/Manufactured Home Landlord-Tenant Act.

## Performance Measures

- Create an accurate list of mobile home parks in the state and register parks. Submit list to Legislature by December 31, 2005.
- Notify park owners and mobile home owners of our program
- Investigate alleged violations and unfair practices of the Manufactured/Mobile Home Landlord-Tenant Act and document the outcomes
- Prepare a summary report of findings and recommendations to the Legislature by December 31, 2005

## Results

Results will include an accurate list of mobile home parks in the state and an increase in revenue due to the collection of registration assessment fees. As a result of notifying park owners and residents of our services, it is anticipated that there will be an increase in the number of complaints submitted to the Office of Manufactured Housing.

## Fast Facts

- All sections of this act expire December 31, 2005, except sections 10 and 13, which require CTHD to continue to collect the registration assessment fee.
- It is estimated that there are 2,200 mobile home parks in the state of Washington.

## Statutory Authority

RCW 59.22.050  
*Office of Mobile Home Affairs*

## For More Information

Amy Leneker  
Project Manager  
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# Mobile Home Landlord-Tenant Disputes





# Mobile Home Relocation Assistance

*Assist displaced residents in maintaining home ownership*

## Purpose

The Mobile Home Relocation Assistance Program provides financial reimbursement at set limits for actual costs of allowed expenses to qualified low-income families displaced due to mobile home park closure.

## Results and Achievements

From July 2004 to October 2005:

- Provided technical assistance to 733 homeowners and advocates
- Relocated 90 families and homes

This program is Activity A068 HD Mobile Home Relocation Assistance with two primary statewide result areas to improve the economic vitality of businesses and individuals and to improve the security of Washington's vulnerable children and adults.

## Performance Measures

- One hundred percent of relocated low-income families will maintain affordable homeownership or a client-requested alternative

## Services

- Technical assistance and problem solving: on-site visits, local resource coordination, and contractor payment negotiation
- Financial reimbursement to displaced families

## Fast Facts

- A homeowner fee paid each time a home is purchased in a mobile home park/manufactured housing community supports the relocation assistance fund
- Parks/communities provide homeownership for vulnerable low-income citizens, including seniors on fixed pensions and non-English speaking homeowners
- Since 1989, 114 mobile home parks reported closed or partially closed

## Statutory Authority

RCW 59.22.050(3)  
*Office of Mobile home affairs*

RCW 59.21.010

## For More Information

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# Mobile Home Relocation Assistance



# Supportive Housing Program

*Helping rural and non-urban areas address homelessness*

## Purpose

The Supportive Housing Program (SHP) provides housing and supportive services to 15 rural and non-urban communities in Washington State to help address the needs of families, single adults and youth who are homeless. Services are provided through local community-based organizations and Public Housing Authorities.

## Results and Achievements

During the state fiscal year 2005, organizations receiving funds:

- Provided 951 homeless families and individuals with rental assistance, case management, and other services
- Served 26 percent of the estimated need annually

An application requesting \$4,368,625 on behalf of 33 projects statewide was awarded. Funding, under the Stewart B. McKinney Homeless Assistance Act, is provided by the U.S. Dept. of Housing and Urban Development. This program is a portion of Activity A157 HD Homeless Housing and Assistance with a primary statewide result area to improve the security of Washington's vulnerable children and adults.

## Performance Measures

- Reduce the percentage of households who return to homeless facilities
- Apply for and successfully secure SHP resources for the state

## Fast Facts

- Assist over 900 homeless families and individuals annually
- Annual assistance meets 26 percent of the total estimated need
- Sixty-four percent of participants transitioned to permanent housing annually.

## Statutory Authority

*The SHP is a federally funded program authorized under Subtitle C of Title IV of the McKinney-Vento Homeless Assistance Act. The state must compete on a national level to receive federal funding under this authority. SHP funds must be matched with other funds, making state and local resources critical to accessing these competitive funds at the national level.*

## For More Information

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# Supportive Housing Program

## Services

Key program elements include:

- Rent and deposit assistance in private market rentals
- Case management, life skills training and other supportive services that are linked to housing
- Operating assistance for permanent supportive housing or transitional housing
- Financing to acquire or develop transitional or permanent supportive housing

People who are chronically homeless are a priority target population in the SHP.



# Tenant Based Rental Assistance Program

*Providing rental assistance to the most vulnerable and low-income families*

## Purpose

The Tenant Based Rental Assistance (TBRA) program provides funding to non-profits, local government, and housing authorities for rent assistance to homeless and other very-low income individuals and families.

## Results and Achievements

During state fiscal year 2005, organizations receiving funds:

- Provided 899 individuals and families with housing assistance
- Thirty-eight percent of those assisted (347) were homeless or disabled households representing some of the most vulnerable populations in need of affordable housing

This program is a portion of Activity A157 HD Homeless Housing and Assistance with a primary statewide result area to improve the security of Washington's vulnerable children and adults.

## Performance Measures

- Provide rental assistance to the most vulnerable and low-income families

## Services

People served by TBRA can receive:

- Rent assistance for up to 24 months
- Security and utility deposits

Sixteen non-profit agencies, local governments, and housing authorities in 20 counties provide TBRA assistance to very-low income families and individuals. The program serves those jurisdictions that do not get direct funding from HUD. The rent assistance ensures that a family does not spend more than 30 percent of their income for housing, making them less vulnerable to homelessness. The federal Section 8 voucher program provides similar rental subsidies to low-

## Fast Facts

- Currently administered in 20 counties in the state
- Meeting five percent of the total estimated need

## Statutory Authority

*TBRA is one of the programs funded through the HOME Investment Partnerships Program authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended. HOME is administered by the U.S. Department of Housing and Urban Development (HUD). Program regulations: 24 CFR Part 92.*

## For More Information

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Income households; however, demand often exceeds the supply of vouchers. Many families on long waiting lists for Section 8 are eligible for the TBRA program.



# Transitional Housing, Operating and Rent Program

*Moving families with children from homelessness to permanent housing*

## Purpose

The Transitional Housing, Operating and Rent (THOR) program provides funding to non-profits, local government, and housing authorities for transitional housing assistance to homeless families with children.

## Results and Achievements

During state fiscal year 2005, organizations receiving funds:

- Provided housing assistance to 1,271 homeless families with children

This program is a portion of Activity A157 HD Homeless Housing and Assistance with a primary statewide result area to improve the security of Washington's vulnerable children and adults.

## Performance Measures

- Number of families exiting the program to permanent housing
- Number of families that have increased income (This is a new measure and will be tracked once the state's Homeless Management Information System is fully operational.)

## Services

People served by THOR can receive:

- Rent assistance for up to 24 months
- Security or utility deposits
- Case management services

Families who find themselves homeless often need case management services to successfully transition to permanent housing. THOR ensures that these services are linked with their housing assistance. The program also supports up to 50 percent of the ongoing operating

## Fast Facts

- The program served 17 percent of estimated need in state fiscal year 2005
- Fifty-six percent of the families exiting the program in state fiscal year 2005 transitioned to unsubsidized housing

## Statutory Authority

RCW 43.63A.650  
*CTED Housing Department*

## For More Information

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# Transitional Housing, Operating and Rent Program

expenses of transitional housing facilities serving THOR-eligible clients. Thirty non-profit agencies, local governments, and housing authorities in 34 counties provide THOR assistance to homeless families with children.





# Washington Families Fund

*A public-private partnership overcoming homelessness through service-enriched housing*

## Purpose

The Washington Families Fund (WFF) program awards matching grants to nonprofit organizations to expand the availability of service supported housing.

## Results and Achievements

Within 10 years, over 600 families will move into permanent, affordable housing and establish stability. This will reduce the enormous public costs associated with providing emergency shelter and emergency services for homeless families.

This program is Activity A157 HD Homeless Housing and Assistance Fund with a primary statewide result area to improve the security of Washington's vulnerable children and adults.

## Performance Measures

- Assist 100 families with housing-based services annually
- Of those exiting the program, 70 percent will transition to permanent housing

## Services

The WFF program provides for:

- Comprehensive and individualized case management services to homeless families participating in supportive housing programs
- Services such as literacy, job training, assistance in recovery from domestic violence and other trauma
- Referrals to mental health and substance abuse treatment
- Training in living skills and parenting
- Education, childcare and transportation assistance.

The WFF brings together key providers to improve the integration of housing and services, and leverages additional private and public dollars.

## Fast Facts

- Service supported housing is a proven model for helping families experiencing homelessness establish stability in their lives
- Provides a reliable funding stream for services, encouraging housing development.

## Statutory Authority

RCW 43.330.167  
*CTHD Homeless Families Services Fund*  
*The Legislature appropriated \$2 million from the state general fund in 2004. This appropriation, matched with private contributions and other housing subsidies, will provide service supported housing over a period of at least 10 years.*

## For More Information

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# Washington Families Fund



# Weatherization Program

*Reducing utility costs for low-income families and conserving energy*

## Purpose

The Weatherization Program reduces the utility costs of low-income families through home energy efficiency.

## Results and Achievements

- Reduces the need for assistance with utility bills by reducing energy costs
- Lowers future utility costs by conserving energy, thereby reducing the need to create new energy generation sources
- Preserves low-income housing

The three federal resources of this program are part of Activity A065 HD Low Income Weatherization Program with a primary statewide result area to improve the security of Washington's vulnerable children and adults.

## Performance Measures

- Number of homes weatherized out of 150,000 low-income homes in need
- Percent energy savings per home weatherized resulting in more disposable income for low-income families

## Services

Weatherization services include the application of energy efficiency measures on and in the homes of low-income households: ceiling, wall, floor and duct insulation; diagnostically driven air sealing (such as caulking, weather-stripping and broken window replacement) to close gaps where the home's heat can escape; and heating system efficiency modifications. All this is done according to established technical specifications and applicable building codes.

To ensure adequate technical training, the Department of Community, Trade and Economic Development co-hosts a regional Energy OutWest conference.

## Fast Facts

- For every weatherization dollar spent, three dollars is added to the economy
- Seventy jobs are sustained for each \$1 million spent on weatherization
- Weatherization conserves energy and reduces energy costs for low-income households by 25 percent, on average
- Weatherization helps preserve existing affordable housing

## Statutory Authority

*Low-Income Home Energy Assistance Act of 1981 (Title XXVI of the Omnibus Budget Reconciliation Act of 1981, Public Law 97-35, as amended)*

*Energy Conservation and Production Act (Title IV, Part A, as amended, 10 USC 6851-6872)*

*RCW 43.330.110  
Housing – energy assistance*

## For More Information

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Housing Improvements and Preservation

# Weatherization Program